Treasury Board of Canada Secretariat
Secrétariat du Conseil du Trésor du Canada

Better government: with partners, for Canadians

2011–12

Annual Reports on the *Access to Information Act* and the *Privacy Act*

Canada

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1. Report on the *Access to Information Act*

Introduction

The *Access to Information Act*[i] gives Canadian citizens, as well as people and corporations present in Canada, the right to access federal government records that are not of a personal nature. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

This report is prepared in accordance with section 72 of the *Access to Information Act*.

Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, the Treasury Board of Canada Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central government agency. It is headed by a Secretary who reports to the President of the Treasury Board.

The Secretariat is tasked with providing advice and support to Treasury Board ministers in their role of ensuring value for money and providing oversight of the financial management functions in departments and agencies.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the government's resources. Its responsibilities for the general management of the government affect initiatives, issues and activities that cut across all policy sectors managed by federal departments and organizational entities (as reported in the Main Estimates). The Secretariat is also responsible for the comptrollership function of the government.

Under the broad authority of sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

Tabling of Annual Report

Note that this annual report is tabled in Parliament in accordance with section 72 of the *Access to Information Act*.

Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Secretariat's Strategic Communications and Ministerial Affairs Sector. The ATIP Office has eight full-time equivalents to fulfill the Secretariat's obligations under the *Access to Information Act* and the *Privacy Act*. The staff of the ATIP Office in 2011–12 consisted of eight employees: a Director and seven officers at various levels. The ATIP officers' work ranges from processing complex and voluminous files to more routine, straightforward requests. Some staffing actions were completed during this reporting period, and others have been carried forward to 2012–13.

Delegation Orders

Delegation orders set out what powers, duties and functions for the administration of the *Access to Information Act* have been delegated by the head of the institution and to whom. The President of the Treasury Board has delegated most of the responsibilities of the *Access to Information Act* and the *Privacy Act* to the ATIP Director and the Senior Director, Ministerial Services, Strategic Communications and Ministerial Affairs, within the Secretariat. The Secretary has been delegated responsibilities dealing with complaints not resolved between the ATIP Office and investigators from the offices of the Information Commissioner or the Privacy Commissioner.

Copies of the approved Secretariat delegation orders can be found in Appendix C.

Statistical Report

Statistical reporting on the administration of the *Access to Information Act* and *Privacy Act* has been used since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and *Privacy Act* legislation. This information is made public on an annual basis in an *Info Source Bulletin*[ii] and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

This year marks the first time government institutions have completed new, more in-depth prescribed statistical reporting forms on the administration of access to information and privacy.

These statistical reports are attached as Appendix A.

Interpretation of the Statistical Report for Requests Under the *Access to Information Act*

During the reporting period from April 1, 2011 to March 31, 2012, the Secretariat received a total of 354 new requests under the *Access to Information Act*. This represents an increase of 51 requests (17 per cent) from last year's total of 303. A total of 65 requests were carried forward from 2010–11.

Of the 354 new requests, 128 (36 per cent) were either transferred or redirected to other federal institutions or could not be processed. A total of 226 requests involved Secretariat records.

The public made up the largest of the Secretariat's access client groups. Of the 354 requests received during the 2011–12 reporting period, 158 (45 per cent) came from this group.

The substance of the requests were often complex and covered the entire range of matters pertaining to the Treasury Board's role as the government's management board, the government's budget office and the employer of the federal public service. Requests were made for detailed information on the Integrated Relocation Program, the Strategic and Operating Review, the creation of Shared Services Canada, the cyber attack against Treasury Board of Canada Secretariat, the Federal Contaminated Sites Action Plan, and various statistical reports on leave usage within the federal public service and on grievances and harassment cases across government. Information was also requested on general management policies and directives pertaining to such matters as classification standards and employee benefits.

There was an increase in the number of pages reviewed from those of the previous year. Responding to formal access to information requests involved the review of more than 47,472 pages, of which more than 27,897 were recommended for release. A total of 140 requestors wanted copies or to examine the information, and 31 requestors chose to receive information on CD-ROM at no extra charge, thereby eliminating the costs for photocopies.

Overview of *Access to Information Act* Requests

Fiscal Year	Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate
2011–12	354	336	47,472	27,897	99%
2010–11	303	271	30,414	18,422	97%
2009–10	231	241	24,937	12,279	98%

Other Requests

During this same period, the Secretariat received 272 *Access to Information Act* consultation requests from other departments involving Secretariat records or issues, an increase of 92 such requests (66 per cent) from the previous year. In total, the Secretariat was asked to review 11,661 pages of information subject to these consultations.

As a result of the posting of summaries of completed *Access to Information Act* requests, there was a significant increase of informal requests for previously released information. The ATIP Office processed 204 informal requests (not subject to the Act), as compared with 123 requests in the previous year. These informal requests are processed as part of the Secretariat's broader objective of providing Canadians with relevant information on an informal and timely basis. This number does not include the numerous emails or telephone calls from potential applicants who were redirected through informal routes.

The ATIP Office acted as a resource for Secretariat officials, offering advice and guidance on the provisions of the legislation. It was consulted on the disclosure and collection of data on a wide range of matters. These included publications to be posted on the Open Government website, surveys and forms, proactive disclosures on travel and hospitality, 2010–11 Management Accountability Framework assessments, information management issues, security of information, and the review of audits to be posted on the Internet.

Disposition of Completed Requests

In 2011–12, 336 requests were completed. The disposition of the completed requests was as follows:

- 67 were fully disclosed (20 per cent);
- 104 were partially disclosed (31 per cent);
- 9 were excluded in entirety (3 per cent);
- 5 were exempted in entirety (1 per cent);
- 10 were transferred to another institution (3 per cent);
- 19 were abandoned by applicants (6 per cent);
- 118 had no existing records (35 per cent); and
- 4 were treated informally (1 per cent).

Completion Time and Extensions

The 336 requests completed in 2011–12 were processed in the following time frames:

- 117 within 1 to 15 days (35 per cent)
- 87 within 16 to 30 days (26 per cent);
- 28 within 31 to 60 days (8 per cent);
- 46 within 61 to 120 days (14 per cent);
- 31 within 121 to 180 days (9 per cent);
- 25 within 181 to 365 days (7 per cent); and
- 2 in 366 or more days (1 per cent).

Of the 336 requests, 332 (99 per cent) were completed within allowable time limits. This represents a slight increase from last year (97 per cent) in the Secretariat's overall performance in this area. Several factors continue to contribute to the Secretariat's successful performance and on-time response rate over the past couple of fiscal years. These include weekly statistical performance reports at the sector level, strong case file management, information sessions with Secretariat officials and sector contacts, and the streamlined delegation orders that are in place at the Secretariat.

In 118 instances, the Secretariat found it necessary to seek extensions to the prescribed time limits in order to consult with other government institutions or third parties.

Exemptions Invoked

The Secretariat invoked exemptions under the *Access to Information Act* within 109 requests, as follows:

- Section 13, exempting records obtained in confidence from other levels of government (3);
- Section 15, exempting records expected to be injurious to the conduct of international affairs and the defence of Canada (6);
- Section 16, exempting records containing law enforcement and investigation information (26);
- Section 17, exempting records expected to threaten the safety of individuals (1);
- Section 18, exempting records expected to prejudice the economic interests of Canada (17);
- Section 19, exempting records containing personal information (71);
- Section 20, exempting records containing third-party business information (39);

- Section 21, exempting records containing information relating to the internal decision-making processes of government (133);
- Section 23, exempting records related to solicitor-client privilege (32);
- Section 24, exempting records that have a statutory prohibition against disclosure (1); and
- Section 26, exempting records where information is to be published within 90 days (1).

Exclusions Cited

Exclusions were invoked a total of 51 times under section 69 for confidences of the Queen's Privy Council for Canada. Because the Secretariat provides administrative support to the Treasury Board, which is a Cabinet committee, it controls a large number of documents classified as Cabinet confidences.

Fees

During the reporting period, fees collected were $1,220 in application fees and $1,600 in search fees. No fees were collected for reproduction and preparation time.

Costs

During 2011–12, the ATIP Office incurred an estimated $362,124 in salary costs and $27,686 in administrative costs to administer the *Access to Information Act*.

These costs do not include resources expended by the Secretariat's program areas to meet the requirements of the Acts.

Education and Training

During 2011–12, the ATIP Office continued to conduct training sessions for employees on a regular basis. Specifically, 18 sessions were offered to over 246 participants. They were provided with an overview of the Acts and a better understanding of their obligations with respect to the ATIP process at the Secretariat. These sessions were given to divisional teams and individual sectors across the Secretariat.

Policies, Guidelines and Procedures

No new policies or guidelines were established for this reporting period.

The ATIP Office has a variety of tools in place to ensure that ATIP sector contacts are well informed about their roles and responsibilities with regard to coordinating ATIP requests in their sectors. These tools include checklists on the steps to follow and an ATIP process flow chart.

ATIP officers hold face-to-face meetings to share these tools with the new contacts and to ensure that they are aware of their roles and responsibilities.

Complaints, Investigations and Federal Court Cases

Clients of the Secretariat filed 19 new complaints with the Information Commissioner in 2011–12, a decrease of 7 complaints from a total of 26 in 2010–11.

The reasons for the complaints were as follows:

- 1 related to time limits;
- 14 concerned the exemption or exclusion of information;
- 1 concerned the handling of the request;
- 2 concerned missing information; and
- 1 related to the fees assessed.

All of the complaints received dealt with responses to requests.

During this fiscal year, 20 complaint investigations were completed. These included 11 carried over from the previous year. The conclusions were as follows:

- 1 complaint was determined to be not well-founded;
- 8 complaints were well-founded and resolved without recommendations; and
- 11 complaints were discontinued.

All complaints completed dealt with responses to requests.

There were no new court cases in 2011–12.

Information Holdings

Info Source is a series of publications containing information about or collected by the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the *Access to Information Act* and the *Privacy Act*. *Info Source* also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the Secretariat's functions, programs, activities and related information holdings can be found in *Sources of Federal Government and Employee Information 2010*.[iii] ***Info Source*** also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by government institutions that are subject to the *Privacy Act*.

All *Info Source* publications[iv] are available free of charge online. To purchase a copy of *Info Source: Sources of Federal Government and Employee Information* on CD-ROM, please contact:

Publishing and Depository Services
Public Works and Government Services Canada
Ottawa, Ontario K1A 0S5

2. Report on the *Privacy Act*

Introduction

During their day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act*[v] gives Canadian citizens and people present in Canada the right to access their personal information held by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

This report is prepared in accordance with section 72 of the *Privacy Act*.

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The Secretariat is tasked with providing advice and support to Treasury Board ministers in their role of ensuring value for money and providing oversight of the financial management functions in departments and agencies.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the government's resources. Its responsibilities for the general management of the government affect initiatives, issues and activities that cut across all policy sectors managed by federal departments and organizational entities (as reported in the Main Estimates). The Secretariat is also responsible for the comptrollership function of the government.

Under the broad authority of sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

Tabling of Annual Report

Note that this annual report is tabled in Parliament in accordance with section 72 of the *Privacy Act*.

Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Secretariat's Strategic Communications and Ministerial Affairs Sector. The ATIP Office has eight full-time equivalents to fulfill the Secretariat's obligations under the *Access to Information Act* and the *Privacy Act*. The staff of the ATIP Office in 2011–12 consisted of eight employees: the Director and seven ATIP officers at various levels. The ATIP officers' work involves processing complex, voluminous files as well as routine, straightforward requests. Some staffing actions were completed during this reporting period, and others have been carried forward to 2012–13.

Delegation Orders

Delegation orders set out what powers, duties and functions for the administration of the *Privacy Act* have been delegated by the head of the institution and to whom. The President of the Treasury Board has delegated most of the responsibilities of the *Access to Information Act* and the *Privacy Act* to the ATIP Director and the Senior Director, Ministerial Services, Strategic Communications and Ministerial Affairs, within the Secretariat. The Secretary has been delegated responsibilities dealing with complaints not resolved between the ATIP Office and investigators from the offices of the Information Commissioner or the Privacy Commissioner.

Copies of the approved Secretariat delegation orders can be found in Appendix C.

Statistical Report

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This year marks the first time government institutions have completed new, more in-depth prescribed statistical reporting forms on the administration of access to information and privacy.

These statistical reports are attached as Appendix B.

Interpretation of the Statistical Report for Requests Under the *Privacy Act*

During the reporting period from April 1, 2011, to March 31, 2012, the Secretariat received a total of 119 new requests under the *Privacy Act*. This represents an increase of 40 requests (51 per cent) from the previous year's total of 79. A total of 4 requests were carried forward from 2010–11.

Of the 119 new requests, 72 (65 per cent) were either transferred or redirected to other federal institutions or could not be processed. Forty-seven requests involved Secretariat records.

The privacy client group for the Secretariat consists mostly of current and former federal public service employees. Requests were related to personnel or staff relations issues that required Secretariat involvement.

There was a decrease in the number of pages reviewed over last year. Responding to formal requests involved the review of more than 4,759 pages, of which more than 4,617 were recommended for release.

Overview of *Privacy Act* Requests

Fiscal Year	Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate
2011–12	119	118	4,759	4,617	98%
2010–11	79	78	12,081	10,611	97%
2009–10	72	72	2,879	1,351	100%

Other Requests

During this same period, the Secretariat responded to 11 *Privacy Act* consultation requests from other departments involving Secretariat records or issues.

The ATIP Office acted as a resource for Secretariat officials, offering advice and guidance on the provisions of the legislation. It was consulted on the disclosure and collection of data on a wide range of matters. These included surveys, information management issues, privacy impact assessments, privacy protocols, security of information and privacy caveats for various forms and questionnaires.

Disposition of Completed Requests

A total of 118 requests were completed in 2011–12. The disposition of the completed requests was as follows:

- 38 were all disclosed (32 per cent);
- 6 were partially disclosed (5 per cent);
- 72 had no existing records (61 per cent); and
- 2 were abandoned by the applicant (2 per cent).

Completion Time and Extensions

The 118 requests completed in 2011–12 were processed in the following time frames:

- 69 within 1 to 15 days (58 per cent);
- 12 within 16 to 30 days (10 per cent);
- 33 within 31 to 60 days (28 per cent);
- 2 within 61 to 120 days (2 per cent);
- 1 within 121 days to 180 days (1 per cent); and
- 1 within 181 days to 365 days (1 per cent).

Of the 118 requests, 116 (98 per cent) were completed within the allowable time limits. This represents a slight increase from last year in the Secretariat's performance in this area. Several factors continue to contribute to the Secretariat's successful performance and on-time response rate over the past couple of fiscal years. These include strong case file management, information sessions with Secretariat officials and sector contacts, and the streamlined delegation orders that are in place at the Secretariat.

In 37 instances, the Secretariat found it necessary to seek extensions to the prescribed time limits to consult with other government institutions.

Exemptions Invoked

The Secretariat invoked exemptions under the *Access to Information Act* within 11 requests, as follows:

- Section 25, exempting records expected to threaten the safety of individuals (1);
- Section 26, exempting personal information about individuals other than the requestor (6); and
- Section 27, exempting personal information related to solicitor-client privilege (4).

Exclusions Invoked

Exclusions were not invoked in 2011–12.

Costs

During 2011–12, the ATIP Office incurred an estimated $181,062 in salary costs and $13,843 in administrative costs to administer the *Privacy Act*.

These costs do not include resources expended by the Secretariat's program areas to meet the requirements of the Acts.

Education and Training

During 2011–12, the ATIP Office continued to conduct training sessions for employees on a regular basis. Specifically, 18 sessions were offered to over 246 participants. They were provided with an overview of the Acts and a better understanding of their obligations with respect to the ATIP process at the Secretariat. These sessions were given to divisional teams and individual sectors across the Secretariat.

Policies, Guidelines and Procedures

No new policies or guidelines were established for this reporting period.

The ATIP Office has a variety of tools in place to ensure that ATIP sector contacts are better informed about their roles and responsibilities in coordinating ATIP requests in their sectors. These tools include checklists on the steps to follow and an ATIP process flow chart. ATIP officers hold face-to-face meetings to share these tools with the new contacts and to ensure that they are aware of their roles and responsibilities.

Complaints, Investigations and Federal Court Cases

Two new complaints were registered with the Privacy Commissioner in 2011–12 and both were completed. These complaints dealt with delays and both were not well-founded.

There were no new court cases for 2011–12.

Privacy Impact Assessments

One Privacy Impact Assessment (PIA) had been completed in 2010–11, and the summary was posted in 2011–12. This multi-institution PIA was prepared on the use of the "Social Insurance Number as a file identifier for the administration of the federal pension plans established under the *Public Service Superannuation Act*, the *Canadian Forces Superannuation Act* and the *Royal Canadian Mounted Police Superannuation Act*." The exchange of information between

administrations is critical to ensure compliance with legislated requirements and to provide effective pension and benefit administration services. The PIA identified the privacy risk areas and the recommendations to address them, and outlined steps to implement them. The PIA summary[vii] is available online.

Disclosures Under Paragraph 8(2)(m) of the *Privacy Act*

Paragraph 8(2)(m) allows for the disclosure of personal information when the public interest clearly outweighs any invasion of privacy or when the disclosure would benefit the individual. There were no disclosures pursuant to paragraph 8(2)(m) for the 2011–12 period.

Information Holdings

Info Source is a series of publications containing information about and collected by the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the *Access to Information Act* and the *Privacy Act*. *Info Source* also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the Secretariat's functions, programs, activities and related information holdings can be found in *Sources of Federal Government and Employee Information 2010*.[viii] *Info Source* also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by government institutions that are subject to the *Privacy Act*.

The Secretariat does not have any exempt personal information banks.

All *Info Source* publications[ix] are available free of charge online. To purchase a copy of *Info Source: Sources of Federal Government and Employee Information* on CD-ROM, please contact:

Publishing and Depository Services
Public Works and Government Services Canada
Ottawa, Ontario K1A 0S5

Appendix A: Statistical Report on the *Access to Information Act*

Statistical Report on the *Access to Information Act*

Name of institution: Treasury Board of Canada Secretariat

Reporting period: 01/04/2011 to 31/03/2012

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	354
Outstanding from previous reporting period	65
Total	419
Closed during reporting period	336
Carried over to next reporting period	83

1.2 Sources of requests

Source	Number of Requests
Media	105
Academia	4
Business (Private Sector)	73
Organization	14
Public	158
Total	354

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	5	38	11	10	2	1	0	67
Disclosed in part	1	14	7	32	24	24	2	104
All exempted	0	3	0	0	2	0	0	5
All excluded	0	1	2	3	3	0	0	9
No records exist	85	26	7	0	0	0	0	118
Request transferred	9	1	0	0	0	0	0	10
Request abandoned	15	3	0	1	0	0	0	19
Treated informally	2	1	1	0	0	0	0	4
Total	117	87	28	46	31	25	2	336

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	2	16(2)(a)	2	18(a)	2	20.1	0
13(1)(b)	1	16(2)(b)	0	18(b)	14	20.2	0
13(1)(c)	0	16(2)(c)	18	18(c)	0	20.4	0
13(1)(d)	0	16(3)	0	18(d)	1	21(1)(a)	55
13(1)(e)	0	16.1(1)(a)	0	18.1(1)(a)	0	21(1)(b)	47
14(a)	0	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	20
14(b)	0	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	11
15(1) - I.A.*	0	16.1(1)(d)	0	18.1(1)(d)	0	22	0
15(1) - Def.*	6	16.2(1)	0	19(1)	71	22.1(1)	0
15(1) - S.A.*	0	16.3	0	20(1)(a)	3	23	32
16(1)(a)(i)	2	16.4(1)(a)	0	20(1)(b)	17	24(1)	1
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	0	26	1
16(1)(a)(iii)	0	16.5	0	20(1)(c)	17		
16(1)(b)	2	17	1	20(1)(d)	2		
16(1)(c)	2						
16(1)(d)	0						

*I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	0	69(1)(a)	7	69(1)(g) re (a)	8
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	3	69(1)(g) re (c)	0
68.1	0	69(1)(d)	3	69(1)(g) re (d)	0
68.2(a)	0	69(1)(e)	14	69(1)(g) re (e)	15
68.2(b)	0	69(1)(f)	1	69(1)(g) re (f)	0
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	62	5	0
Disclosed in part	78	26	0
Total	140	31	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	11727	10718	67
Disclosed in part	34848	17179	104
All exempted	79	0	5
All excluded	818	0	9
Request abandoned	0	0	19

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	58	922	5	652	2	841	2	8303	0	0
Disclosed in part	46	1131	41	5918	11	4238	5	3781	1	2111
All exempted	5	0	0	0	0	0	0	0	0	0
All excluded	6	0	3	0	0	0	0	0	0	0
Abandoned	19	0	0	0	0	0	0	0	0	0
Total	134	2053	49	6570	13	5079	7	12084	1	2111

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	23	1	0	0	24
Disclosed in part	82	5	2	0	89
All exempted	2	0	0	0	2
All excluded	8	0	0	0	8
Abandoned	0	8	0	0	8
Total	115	14	2	0	131

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
4	1	2	1	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	1	1
61 to 120 days	1	0	1
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	2	2
Total	1	3	4

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	2	15	1
Disclosed in part	0	28	49	10
All exempted	0	2	0	0
All excluded	0	8	0	2
No records exist	0	0	0	0
Request abandoned	0	0	1	0
Total	0	40	65	13

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	0	0	2	0
31 to 60 days	0	0	14	5
61 to 120 days	0	12	36	5
121 to 180 days	0	23	7	3
181 to 365 days	0	5	6	0
365 days or more	0	0	0	0
Total	0	40	65	13

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	244	$1,220	7	$35
Search	4	$1,600	2	$1,477
Production	0	$0	0	$0
Programming	0	$0	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	1	$46
Total	248	$2,820	10	$1,558

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	272	12304	1	3
Outstanding from the previous reporting period	19	2469	0	2
Total	291	14773	1	5
Closed during the reporting period	273	11661	1	5
Pending at the end of the reporting period	18	3112	0	0

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	1	0	0	0	0	0	0	1
Disclose in part	1	0	0	0	0	0	0	1
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	102	130	35	1	0	0	0	268
Other	3	0	0	0	0	0	0	3
Total	107	130	35	1	0	0	0	273

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	0	0	1	0	0	0	0	1
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	1	0	0	0	0	1

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	8	1
16 to 30	13	0
31 to 60	8	6
61 to 120	5	4
121 to 180	1	1
181 to 365	1	1
More than 365	0	0
Total	36	13

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$362,124
Overtime		$0
Goods and Services		$27,686
• Professional services contracts	$0	
• Other	$27,686	
Total		**$389,810**

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	7.00	0.00	7.00
Part-time and casual employees	0.50	0.00	0.50
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.50	0.00	0.50
Total	8.00	0.00	8.00

Appendix B: Statistical Report on the *Privacy Act*

Statistical Report on the *Privacy Act*

Name of institution: Treasury Board of Canada Secretariat

Reporting period: 01/04/2011 to 31/03/2012

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	119
Outstanding from previous reporting period	4
Total	123
Closed during reporting period	118
Carried over to next reporting period	5

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	1	4	32	1	0	0	0	38
Disclosed in part	0	2	1	1	1	1	0	6
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	66	6	0	0	0	0	0	72
Request abandoned	2	0	0	0	0	0	0	2
Total	69	12	33	2	1	1	0	118

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	1
19(1)(e)	0	22(2)	0	26	6
19(1)(f)	0	22.1	0	27	4
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	37	0	0
Disclosed in part	6	0	0
Total	43	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	836	836	38
Disclosed in part	3923	3781	6
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	2

2.5.2 Relevant pages processed and disclosed by size of requests

	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
Disposition	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed
All disclosed	38	836	0	0	0	0	0	0	0	0
Disclosed in part	1	24	3	843	0	0	2	2914	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	2	0	0	0	0	0	0	0	0	0
Total	41	860	3	843	0	0	2	2914	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	31	0	0	0	31
Disclosed in part	4	0	0	0	4
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	1	0	0	1
Total	35	1	0	0	36

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
2	1	1	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	1	1
121 to 180 days	0	0	0
181 to 365 days	0	1	1
More than 365 days	0	0	0
Total	0	2	2

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
0	0	0

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	33	0
Disclosed in part	0	0	4	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	37	0

5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	37	0
Total	0	0	37	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	11	374	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	11	374	0	0
Closed during the reporting period	11	374	0	0
Pending at the end of the reporting period	0	0	0	0

6.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	7	0	0	0	0	0	0	7
Disclose in part	0	2	0	0	0	0	0	2
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	1	1	0	0	0	0	0	2
Other	0	0	0	0	0	0	0	0
Total	8	3	0	0	0	0	0	11

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	than 365 days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		$181,062
Overtime		$0
Goods and Services		$13,843
• Contracts for privacy impact assessments	$0	
• Professional services contracts	$0	
• Other	$13,843	
Total		**$194,905**

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	1.00	0.00	1.00
Part-time and casual employees	0.50	0.00	0.50
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.50	0.00	0.50
Total	2.00	0.00	2.00

Appendix C: Delegation Orders

Treasury Board Secretariat

Secrétariat du Conseil du Trésor

DELEGATION ORDER

ACCESS TO INFORMATION ACT

I, the undersigned, President of the Treasury Board, pursuant to Section 73 of the *Access to Information Act*, hereby authorize the Access to Information and Privacy Director, the Senior Director of Ministerial Services and the Secretary, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached Schedule A.

ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS

LOI SUR L'ACCÈS À L'INFORMATION

Je, soussigné, Président du Conseil du Trésor, autorise, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, le Directeur de l'accès à l'information et de la protection des renseignements personnels, le Directeur principal des services ministériels ainsi que le Secrétaire, à exercer au nom du Président les pouvoirs de signer, les attributions, les fonctions ou les pouvoirs détaillés dans l'annexe A ci-jointe.

President of the Treasury Board
Président du Conseil du Trésor

Date : 23/6/14

Treasury Board Secretariat

Secrétariat du Conseil du Trésor

DELEGATION ORDER

PRIVACY ACT

I, the undersigned, President of the Treasury Board, pursuant to Section 73 of the *Privacy Act*, hereby authorize the Access to Information and Privacy Director, the Senior Director of Ministerial Services and the Secretary, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached schedule B.

ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS

LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Je, soussigné, Président du Conseil du Trésor, autorise, en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Directeur de l'accès à l'information et protection des renseignements personnels, le Directeur principal des services ministériels ainsi que le Secrétaire à exercer au nom du Président les pouvoirs de signer, les attributions, les fonctions et les pouvoirs détaillés dans l'annexe B ci-jointe.

President of the Treasury Board
Président du Conseil du Trésor

Date : 23/6/11

Schedule A: Sections of the *Access to Information Act* to Be Delegated

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
4(2.1)	Responsibility of government institutions	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(a)	Notice when access requested	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(b)	Giving access to record	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(1)	Transfer of request to another government institution	Director, Access to Information and Privacy Senior Director, Ministerial Services
9	Extension of time limits	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(2), (3), (4), (5), (6)	Additional fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
12(2)(b)	Language of access	Director, Access to Information and Privacy Senior Director, Ministerial Services
12(3)(b)	Access in an alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services
13	Exemption – Information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services
15	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services
16	Exemption – Law enforcement and investigations	Director, Access to Information and Privacy Senior Director, Ministerial Services
16.5	Exemption – *Public Servants Disclosure Act*	Director, Access to Information and Privacy Senior Director, Ministerial Services
17	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
18	Exemption – Economic interests of Canada	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
18.1	Exemption – Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	Director, Access to Information and Privacy Senior Director, Ministerial Services
19	Exemption – Personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services
20	Exemption – Third-party information	Director, Access to Information and Privacy Senior Director, Ministerial Services
21	Exemption – Operations of government	Director, Access to Information and Privacy Senior Director, Ministerial Services
22	Exemption – Testing procedures, tests and audits	Director, Access to Information and Privacy Senior Director, Ministerial Services
22.1	Exemption – Audit working papers and draft audit reports	Director, Access to Information and Privacy Senior Director, Ministerial Services
23	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services
24	Exemption – Statutory prohibitions	Director, Access to Information and Privacy Senior Director, Ministerial Services
25	Severability	Director, Access to Information and Privacy Senior Director, Ministerial Services
26	Exception – Information to be published	Director, Access to Information and Privacy Senior Director, Ministerial Services
27(1),(4)	Third-party notification	Director, Access to Information and Privacy Senior Director, Ministerial Services
28(1)(b), (2), (4)	Third-party notification	Director, Access to Information and Privacy Senior Director, Ministerial Services
29(1)	Where the Information Commissioner recommends disclosure	Director, Access to Information and Privacy Senior Director, Ministerial Services
33	Advising Information Commissioner of third-party involvement	Director, Access to Information and Privacy Senior Director, Ministerial Services
35(2)(b)	Right to make representations	Secretary

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
37(1)	Notice of actions to implement recommendations of Commissioner	Secretary
37(4)	Access to be given to complainant	Director, Access to Information and Privacy Senior Director, Ministerial Services
43(1)	Notice to third party (application to Federal Court for review)	Director, Access to Information and Privacy Senior Director, Ministerial Services
44(2)	Notice to applicant (application to Federal Court by third party)	Director, Access to Information and Privacy Senior Director, Ministerial Services
52(2)(b), (3)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services
71(1)	Facilities for inspection of manuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
72	Annual report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services
Section of the *Access to Information Regulations*	**Powers, Duties or Functions**	**Position**
6(1)	Transfer of request	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(2)	Search and preparation fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(3)	Production and programming fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
8	Providing access to record(s)	Director, Access to Information and Privacy Senior Director, Ministerial Services
8.1	Limitations in respect of format	Director, Access to Information and Privacy Senior Director, Ministerial Services

Schedule B: Sections of the *Privacy Act* to Be Delegated

Section of the *Privacy Act*	Powers, Duties or Functions	Position
8(2)(j)	Disclosure for research purposes	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(2)(m)	Disclosure in the public interest or in the interest of the individual	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(4)	Copies of requests under 8(2)(e) to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(5)	Notice of disclosure under 8(2)(m)	Director, Access to Information and Privacy Senior Director, Ministerial Services
9(1)	Record of disclosures to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services
9(4)	Consistent uses	Director, Access to Information and Privacy Senior Director, Ministerial Services
10	Personal information to be included in personal information banks	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Notice where access requested	Director, Access to Information and Privacy Senior Director, Ministerial Services
15	Extension of time limits	Director, Access to Information and Privacy Senior Director, Ministerial Services
17(2)(b)	Language of access	Director, Access to Information and Privacy Senior Director, Ministerial Services
17(3)(b)	Access to personal information in alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services
18(2)	Exemption (exempt bank) – disclosure may be refused	Director, Access to Information and Privacy Senior Director, Ministerial Services
19(1)	Exemption – Personal information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services
19(2)	Exemption – Where authorized to disclose	Director, Access to Information and Privacy Senior Director, Ministerial Services
20	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services
21	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Privacy Act*	Powers, Duties or Functions	Position
22	Exemption – Law enforcement and investigation	Director, Access to Information and Privacy Senior Director, Ministerial Services
22.3	Exemption – *Public Servants Disclosure Protection Act*	Director, Access to Information and Privacy Senior Director, Ministerial Services
23	Exemption – Security clearances	Director, Access to Information and Privacy Senior Director, Ministerial Services
24	Exemption – Individuals sentenced for an offence	Director, Access to Information and Privacy Senior Director, Ministerial Services
25	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
26	Exemption – Information about another individual	Director, Access to Information and Privacy Senior Director, Ministerial Services
27	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services
28	Exemption – Medical record	Director, Access to Information and Privacy Senior Director, Ministerial Services
31	Notice of intention to investigate	Director, Access to Information and Privacy Senior Director, Ministerial Services
33(2)	Right to make representation	Secretary
35(1)	Notice of actions to implement recommendations of Commissioner	Secretary
35(4)	Access to be given	Director, Access to Information and Privacy Senior Director, Ministerial Services
36(3)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	Secretary
51(2)(b)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services
51(3)	*Ex parte* representations	Director, Access to Information and Privacy Senior Director, Ministerial Services
72(1)	Report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Privacy Regulations*	Powers, Duties or Functions	Position
9	Reasonable facilities and time provided to examine personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(2)	Notification that correction to personal information has been made	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(4)	Notification that correction to personal information has been refused	Director, Access to Information and Privacy Senior Director, Ministerial Services
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	Director, Access to Information and Privacy Senior Director, Ministerial Services

Endnotes

i. Access *to Information Act*, http://laws-lois.justice.gc.ca/eng/acts/A-1/
ii. *Info Source Bulletin*, http://www.infosource.gc.ca/bulletin/bulletin-eng.asp
iii. *Sources of Federal Government and Employee Information 2010*, http://www.infosource.gc.ca/emp/emp00-eng.asp
iv. *Info Source* Publications, http://www.infosource.gc.ca
v. *Privacy Act*, http://laws-lois.justice.gc.ca/eng/acts/P-21/index.html
vi. *Info Source Bulletin*, http://www.infosource.gc.ca/bulletin/bulletin-eng.asp
vii. Privacy Impact Assessment Summary, http://www.tbs-sct.gc.ca/report/orp/2012/pia-efrp-eng.asp
viii. *Sources of Federal Government and Employee Information 2010*, http://www.infosource.gc.ca/emp/emp00-eng.asp
ix. *Info Source* publications, http://www.infosource.gc.ca